

Position Title: On-Site Medical Record Scan Tech

Status: Contract

FLSA: Contract

Reports to: Jason Weddingfeld, VP of Operations Improvement

Office Location: Remote

Telecommute Position: Yes

Company Overview: Health Data Vision, Inc., is a fast growing tech company that provides a SaaS-based healthcare analytics platform for medical records analysis and targeted solutions for HEDIS® Hybrid, Medicare and Exchange Risk Adjustment and comprehensive, year-round clinical data analysis efforts as well as RADV Audits. The platform provides flexible scalable workflows and automation for medical records-intensive project needs of health plans in the United States.

Job Summary: This is a temporary position requiring individuals to scan medical records in various provider offices. This is a project related position and applicants must be able to commit to the project for up to 6 months. Applicants must be available to be scheduled Monday through Friday 8am to 5pm not including travel time. Training and equipment will be provided. Compensation varies based on project type and can be hourly or per chart processed. Competitive reimbursements for drive time and mileage are available. There is also opportunity to earn a regular productivity and quality based bonuses.

- Travel to and from medical offices arriving on time and dressed in neat and clean business casual attire.
- Scan medical charts at various medical facilities via our pre-designated process
- Use company provided scanner or flash drive to scan and retrieve medical records
- Upload scanned charts to our Secure workflow platform
- Project Start Date February 2017

Professional & Technical Requirements:

- Working knowledge of medical records and terminology
- Ability to work independently
- Prefer strong communication & organizational skill
- Must comply with all aspects of HDVI's policies and procedures
- Capable computer skills using a laptop, scanner/printer and flash drive
- Must have the ability to maneuver a 20lb equipment case in and out of your

personal vehicle

- Must have reliable transportation (capable of traveling up to a minimum of 50 miles one way per day)
- Employee must be able to travel as required to nearby States to perform chart scan work

Physical Demands:

- While performing the duties of this job, the Employee is regularly required to talk or hear
- The Employee regularly is required to stand, walk, sit, stoop, bend, twist, reach, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms
- The Employee frequently lifts and/or moves up to 45 pounds
- Specific vision abilities required by this job include close vision, ability to adjust focus, and manual dexterity in combination with eye/hand coordination
- The employee must stay within one area for long periods of time. At times, work area is a small place
- Regular attendance during standard business hours will be required of the employee
- Some job sites require walking up and down stairs with no elevator access

Additional (not required) Experience:

- Experience in any of the following positions is a plus: RN, LPN, Medical Billing / Coding, CNA, Medical Administration, Medical Assistant, Clinical, Admissions, Personal Care, Mental Health, Chiropractic, Patient Services, Health Information Specialist, Medical Records Clerk, Clinical Care, or any other similar fields that has working knowledge of medical charts.
- Experience in preparing for and participating in HEDIS Medical Record Review Validation audits
- Customer service experience a plus

Interested Candidates should send a resume to: careers@healthdatavision.com

All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability or protected veteran status, other protected status, or any other characteristic protected by local, state or federal laws, rules or regulations.